

**Temp. Duty Travel Allowances**

**§ 301-10.302**

(b) Between such places and places of temporary lodging when public transportation is unavailable or its use is impractical;

(c) Between either paragraphs (a) or (b) of this section and restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business; or

(d) As otherwise authorized by your agency under 31 U.S.C. 1344.

**§ 301-10.202 What is my liability for unauthorized use of a Government vehicle?**

You are responsible for any additional cost resulting from unauthorized use of a Government vehicle and you may be subject to administrative and/or criminal liability for misuse of Government property.

GOVERNMENT AUTOMOBILES

**§ 301-10.220 What requirements must I meet to operate a Government automobile for official travel?**

You must possess a valid State, District of Columbia, or territorial motor vehicle operator's license and have a travel authorization specifically authorizing the use of a Government-furnished automobile.

GOVERNMENT AIRCRAFT

**§ 301-10.260 When may I use a Government aircraft for travel?**

Only for official purposes in accordance with 41 CFR 101-37.402.

**§ 301-10.261 What requirements must I meet to operate a Government aircraft?**

You must meet the aircrew qualification and certification requirements contained in 41 CFR 101-37.1212.

**§ 301-10.262 What is my liability for unauthorized use of a Government aircraft?**

You will be personally responsible for any additional cost resulting from unauthorized use of the aircraft as provided in 41 CFR 101-37.402 and 101-37.403, and you may be subject to administrative and/or criminal liability for misuse of Government property.

[63 FR 15955, Apr. 1, 1998; 63 FR 35537, June 30, 1998]

**Subpart D—Privately Owned Vehicle (POV)**

**§ 301-10.300 When may I use a POV for official travel?**

When authorized by your agency.

**§ 301-10.301 How do I compute my mileage reimbursement?**

You compute mileage reimbursement by multiplying the distance traveled, determined under § 301-10.302 of this subpart by the applicable mileage rate prescribed in § 301-10.303 of this subpart.

**§ 301-10.302 How do I determine distance measurements for my travel?**

| If you travel by  | The distance between your origin and destination is   |
|---|---|
| Privately owned automobile or privately owned motorcycle. | As shown in standard highway mileage guides, or the actual miles driven as determined from odometer readings.   |
| Privately owned aircraft .....                            | As determined from airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce. You may include in your travel claim with an explanation any additional air mileage resulting from a detour necessary due to adverse weather, mechanical difficulty, or other unusual conditions. If a required deviation is such that airway mileage charts are not adequate to determine distance, you may use the formula of flight time multiplied by cruising speed of the aircraft to determine distance. |

**§ 301-10.303**

**§ 301-10.303 What am I reimbursed when use of a POV is determined by my agency to be advantageous to the Government?**

| For use of a  | Your reimbursement is  |
|---|--|
| Privately-owned aircraft (e.g., helicopter, except an airplane) ..... | Actual cost of operation (i.e., fuel, oil, plus the additional expenses listed in § 301-10.304). |
| Privately owned airplane .....  | <sup>1</sup> 88.0  |
| Privately owned automobile .....                                      | <sup>1</sup> 32.5  |
| Privately owned motorcycle .....                                      | <sup>1</sup> 26.0  |

<sup>1</sup> Cents per mile.

[FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, as amended by FTR Amdt. 73, 63 FR 47438, Sept. 8, 1998; FTR Amdt. 78, 64 FR 15630, Mar. 31, 1999; FTR Amdt. 88, 65 FR 1268, Jan. 7, 2000]

**§ 301-10.304 What expenses are allowable in addition to the allowances prescribed in § 301-10.303?**

Following is a chart listing the reimbursable and non-reimbursable expenses:

| Reimbursable expenses  | Non-reimbursable expenses  |
|--|--|
| Parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft or airplane parking, landing, and tie-down fees. | Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses. |

**§ 301-10.305 How is reimbursement handled if another person(s) travels in a POV with me?**

If another employee(s) travels with you on the same trip in the same POV, mileage is payable to only one of you. No deduction will be made from your mileage allowance if other passengers contribute to defraying your expenses.

**§ 301-10.306 What will be reimbursed if I am authorized to use a POV instead of a taxi for round-trip travel between my residence and office on a day of travel requiring an overnight stay?**

If determined advantageous to the Government, you will be reimbursed on a mileage basis plus other allowable costs for round-trip travel on the beginning and/or ending of travel between the points involved.

**§ 301-10.307 What will I be reimbursed if I use a POV to transport other employees?**

Using a POV to transport other employees is strictly voluntary and you may be reimbursed in accordance with § 301-10.305.

**§ 301-10.308 What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?**

Your agency may reimburse your parking fee as an allowable transpor-

tation expense not to exceed the cost of taxi fare to/from the terminal.

**§ 301-10.309 What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead?**

You will be reimbursed on a mileage basis (see § 301-10.303), plus per diem, not to exceed the total constructive cost of the authorized method of common carrier transportation plus per diem. Your agency must determine the constructive cost of transportation and per diem by common carrier under the rules in § 301-10.310.

**§ 301-10.310 What will I be reimbursed if I am authorized to use a Government automobile and I use a privately owned automobile instead?**

(a) *Reimbursement based on Government costs*—Unless you are committed to using a Government vehicle as provided in paragraph (b) of this section, your reimbursement will be limited to the cost that would be incurred for use of a Government automobile, which in CONUS is 23.5 cents per mile. If your agency determines the cost of providing a Government automobile would be higher because of unusual circumstances, it may allow reimbursement not to exceed the mileage rate provided in § 301-10.303 for a privately owned automobile.